Department of Education

MICHIGAN SCHOOL IMPROVEMENT PLANNING AND IMPLEMENTATION SYSTEM (MIPLAN)

Training Facilitator's Guide

Version 3.5

March 2004

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MGT of America

Purpose

The purpose of MIPlan Professional Development is to provide training for school improvement specialists who will in turn will train, support, and lead Intermediate School Districts (ISDs), and local schools in: 1) implementing a comprehensive, research-aligned school improvement process; 2) school-site use of the associated web-based MIPlan school improvement planning tool; and 3) use of MIPlan resource documents.

Approach

Training Sessions

Each MIPlan Professional Development session will consist of sixteen total hours of training. The design of training components provides for scheduling flexibility and can be arranged in a series of eight two-hour units, four four-hour units, or two eight hour units based on local district and participant needs. Participants completing the sessions will have the skills and knowledge necessary to train other district and school personnel on use and implementation of the MIPlan school improvement process.

ISD Support

MGT of America, Inc. will also provide training support and technical assistance to the two core groups of specialists trained in the initial core training sessions as they begin providing training to additional MIPlan trainers. MGT support and assistance for these sessions will occur during the months of October, November, and December 2003.

Guiding Principles

Training sessions will be created on the following guiding principles:

1. Sessions will include learning components constructed to: a) Establish a foundation of understanding for the MIPlan school improvement process; and b) acquire competency in the use and application of the MIPlan school improvement planning web tool.
2. Training sessions will be conducted in a lab environment to facilitate hands-on learning.

Participant "homework" will be assigned following each class to reinforce the skills and concepts addressed and for completing detailed web tool use tasks

Training Model

Professional development to support the MIPlan school improvement planning process will be provided in a train-the-trainer model. Content is specifically designed to train the end-users of the web-based MIPlan tool.

Training Objectives

Participants will learn and be able to demonstrate:

1) Understanding of the purpose, background, and development of the MIPLAN process.
2) Understanding of the relationship/role of MIPLAN in fulfilling multiple planning and reporting requirements.
3) Understanding of the role/function of MIPLAN in continuous school improvement planning.
4) Skill in the use and function of the MIPLAN application tool.

5) Development of a single school improvement plan that meets multiple planning and reporting requirements including:

- MDE required 3-5 year School Improvement Plans
- Title 1 School-wide Plans
- Title 1 Targeted Assistance Plans
- Technology Plans
- Local ISD School Improvement Plans
- School Annual Education Reports

6) Alignment of the MIPlan to Education YES School Improvement Indicators

Training Overview

Upon completion of sixteen hours of professional development training, participants will possess the knowledge and skill necessary for understanding and instructing others on implementation of the defined school improvement process and the use of the web-based MIPlan school improvement planning tool. The content of each unit will correlate to use of effective, research-based effective school improvement planning processes comprising the eight Steps of MIPlan. Training content includes:

Introduction to MIPLAN

MIPlan Overview:
- Understanding of the purpose, background, and development of the MIPlan.
- Understanding of the role/function of MIPlan in a continuous school improvement process.

Step 1 – Laying the Foundation
- Assessing the school's readiness to plan
- Administering and facilitating site use

Step 2 – Collect, Sort, and Select Data:
- Creating a baseline for student skills and stakeholder attitudes and beliefs
- Providing a picture of school processes and programs
- Guiding actions taken to change outcomes
- Measuring progress over time

Step 3: Build and Analyze the School Profile:
- Analyzing data in multiple data domains to determine the current status of the school by:
  - Creating non-evaluative data narratives
  - Identifying school strengths and planning challenges

Step 4: Set Student Performance Goals:
- Using analysis of data for:
  - Developing planning goal target areas
  - Categorizing school strengths and challenges
  - Creating and prioritizing plan goals
  - Aligning goals to Education YES indicators.

Step 5 - Research and Select Effective Practices:

- Conducting web-based research to identify and select effective improvement strategies and practices
- Incorporating research to support goal development

Step 6 – Developing Action Plans:

- Incorporating research based/aligned strategies into identified goals
- Developing rationale, activities, tasks, and resources necessary to support and implement the goals

Step 7 - Monitor Implementation of the Plan:

- Monitoring progression of the Action Plan and its impact on student achievement
- Making sure activities and tasks in each goal are moving forward under the identified time lines

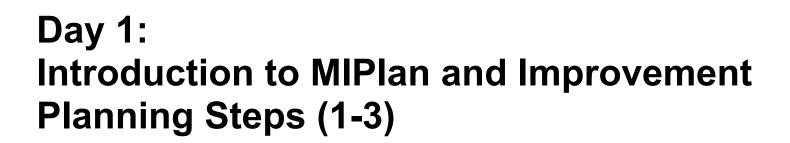**Step 8 - Evaluate Impact on Student Achievement:**

- Evaluating the impact of the Action Plan
- Measuring effectiveness of practices
- Bringing the planning process full circle
- Continuing the improvement planning process into the next school year

Creating Reports:

- Creating, saving and archiving school improvement plan reports

Resource Documents

Participants will be provided access to digital versions of MIPlan Resource documents utilized during training including: the MIPlan School Improvement Planning Process Guide and the Trainer's Guide with a correlated Power Point presentation.

Day 1:
Introduction to MIPlan and Improvement Planning Steps (1-3)

Activity 1: OVERVIEW OF THE MIPLAN PROCESS

Overview: The Michigan Department of Education (MDE) and the Center for Education Performance (CEPI) in partnership with MGT of America (MGT), with assistance from the Michigan North Central Association, have developed MIPLAN --a web-based planning tool designed for using research-based continuous school improvement processes as a vehicle for meeting multiple state and federal planning and reporting requirements. MIPLAN allows schools to plan once and report often. The MIPLAN tool's single planning environment can effectively address immediate instructional and management issues by helping define and direct a variety of connections between people, resources, information and data. This tool will help teachers, administrators, and school improvement teams/steering committees examine and establish instructional links and relationships. The MIPLAN web tool brings all of the necessary elements together in one place to help schools make data-driven, research-based decisions for improving student learning.

Time	Process	References/ Resources	Outcome
45 Minutes	Training facilitator(s) will: Use their preferred method of introducing themselves, session participants, and the personnel involved in providing training. MIPlan development partnership (Acknowledgements). Review *Training Purpose*. Present overview of *What is MIPlan*. Discuss *Why Use MIPlan* (Provides the relationship and role of MIPLAN in meeting the requirements of P.A. 25 and Title 1 requirements of NCLB, and alignment with Education YES Measures of Student Performance). Present brief overview of the "MIPLAN Benefits". Discuss *Training Participant Assumptions* (Levels of School Improvement Planning Intelligence Quotient (SIPIQ)) and the relationship to effective planning). Use the *Process Puzzle* to allow participants to discuss and gain a better understanding of school improvement as a process of continuous inquiry and improvement. Introduce the *MIPLAN Process Flow Chart* providing the "big picture" of the work-flow involved in the planning process.	Core PPT 1-8 Extended PPT 1-12	Participants will understand how the MIPlan process can assist stakeholders to engage in school improvement that is a process of continuous inquiry and improvement.

Activity 2: REVIEW OF THE MIPLAN PROCESS GUIDE

Learning Objective: Participants will be introduced to, and learn how to use, both the **on-line version of the *MIPlan and the companion School Improvement Planning Process Guide*** to assist in development of school improvement plans.

Overview: The MIPLAN Process Guide is written for principals and the leadership of school improvement planning teams/steering committees. It will help them engage in the school improvement cycle and it provides resources and tips for planning a school improvement journey that ultimately results in higher student achievement and a more supportive learning environment.

Time	Process	References/ Resources	Outcome
15 Minutes	Training facilitator will provide an introduction/walk-through of the **MIPLAN School Improvement Process Guide**: Key principles forming the basis of the Guide Contents and resources Correlation to MDE planning requirements • Including the use of MDE Office of Field Services Guidance for Managing Title I Schoolwide Programs Directions and tips for use in the site planning process	Process Guide (Hardcopy) Extended PPT Slide 13	Participant awareness and use of the Guide.

Activity 3: GETTING STARTED USING THE MIPLAN APPLICATION TOOL

Learning Objective: Participants will learn basic skills in the use and navigation of the MIPLAN tool.

Overview: The MIPLAN tool is designed to increase efficiency and effectiveness of data analysis, goal development, alignment with research, creation of action plans, monitoring performance and evaluation of school improvement plans. This activity will introduce and guide participants through basic use of the tool.

Time	Process	References/ Resources	Outcome

30 Minutes	Training facilitator will instruct participants to:
	
	Access the Internet Explorer browser on their personal computers.
	
	Enter the URL for accessing the MIPLAN tool log on (http://www.michigan.gov/miplan).
	
	Use predefined User IDs and Passwords to log on to the site.
	
	Review the MIPLAN **FOUNDATION** Step contents.
	
	Move cursor to **HELP** (left blue bar area) for Process Overview to open Process Guide Introduction from HELP system (Briefly reinforce process components).
	
	Move to the **GETTING STARTED** sub-step to learn:
	    a) Use of the Navigation Bar
	    b) Use of Help system
	    c) Use of the tool Icons
	    d) Methods for printing reports
	    e) Required/recommended system software
	Note: We will skip *Readiness to Benefit, Mission/Vision, Current Status, and Reports* sub-step at this time, but will return and complete as part of Step1 activities.
	
	Move to the ADMINISTRATION sub-step to learn how to:
	    f) Enter school contact information
	    g) Set school grade levels
		MIPlan Tool	Successful website log on.
			
			Familiarity with FOUNDATION PAGE features and tool requirements.
			
			Successful tool navigation.
			
			Successful tool administration.

	h) Set School Characteristics i) Add/delete/ MIPLAN Users. j) Create User IDs k) Define User types	

Activity 4: MIPLAN STEP 1 – Laying the Foundation

Step Objective: Participants will learn how to lay a solid foundation for engagement in successful, productive school improvement planning. This foundation includes: establishing a Steering Committee/School Improvement Planning (SIP) team, determining who will lead the facilitation of the process, selecting a pathway, clarifying a decision making process, reflecting upon and reconsidering the school mission and vision statements, developing and communicating an understanding of the change process, and assessing varying levels of school readiness or "capacity" to engage in school improvement planning,

Overview: It is critical to lay a solid foundation for school improvement planning if it is to lead to communities of learners and higher student achievement. Careful selection of individuals who will lead the process and clarity in how decision will be made, together with an assessment of stakeholders' capacity/readiness to engage in planning, are important for getting off to a good start. The majority of school staff members are ready and willing to engage in a school improvement planning process while others are much less willing and able. This disparity can affect the quality of the entire planning process. Determining a school's capacity to benefit from planning is an on-going process. The School Improvement Planning team must be vigilant in their understanding of stakeholder capacity and adjust strategies and activities based on the ability and willingness of the constituents at each step and for each activity. Step 1 of the MIPLAN Process Guide provides an overview of the actions necessary to lay a solid foundation.

Time	Process	References/ Resources	Outcome

30 Minutes	Training facilitator will:
	
	    Review PowerPoint: *MIPlan – An 8 Step Process*
	
	    Introduce *Step 1 – Laying the Foundation*
	
	    Review Step 1 guiding questions
	
	    Review Off-line Processes/Activities
	
	        Discuss *Becoming a Learning Community, Change, and the Importance of Trust*
	
	    Review *Assess Stakeholder Readines*
	
	    Review *Off-line Resources*
	
	        Process Guide Step 1-pgs. 1-18
		Core PPT Slides 9-20
		
		Extended PPT Slides 14-34
			Review of MIPlanning Steps
			
			Laying the foundation for successful planning

Instruct participants in use of **MIPlan** Direct participants back to the *FOUNDATION* Home Page Review use/contents of the HELP system under *Collect, Sort and Select Data* Include overview of Title I Guidance on Managing Schoolwide Programs from MDE Office of Field Services Move to the MISSION/VISION sub-step to learn: Options for entering/editing the school's mission & vision statements, school information, and school logo (direct keyboard entry, cut & paste from other documents, or uploading from server files). How to save their work. Move to the CURRENT STATUS sub-step to review summary of previous year's achievement and demographic data. Move to the REPORTS sub-step to learn how to access MIPlan reports Note: At this time, sufficient planning data and information will not be present to generate a report. This area will be revisited once basic elements of the school improvement plan have been completed.	MIPlan Tool	Participant awareness and use of MIPlan Process Guide Step 1 resources. Successful entry of data and information.

User tip: Be sure to save all work before advancing to the next Step or exiting the program.

Activity 5: STEP 2 – COLLECT, SORT AND SELECT DATA

Step Objective: Participants will learn use of the MIPLAN tool to select pre-loaded MDE achievement and demographic data, collect school contextual and perception data, and upload custom school data.

Overview: Collecting and analyzing pertinent data is critical in determining the effectiveness of existing school programs and services. Relevant data provides a baseline upon which a school can build its school improvement plan and measure and document improvement over time. Access to sufficient amounts of the right data defines areas of strength as well as potential improvement areas.

This activity will teach participants skills necessary to: 1) upload custom data from existing school or district sources, 2) select achievement and demographic data which has been preloaded into the tool for your school and district, and 3) collect and enter contextual and perception data. Collection of perception data is completed through surveys (intentionally grouped by the nine characteristics of high performing schools) of students, parents and staff members. Sample survey forms (with specific directions for completion) will be provided.

Time	Process	References/ Resources	Outcome

45 minutes	Training facilitator will:
	
	    Review PowerPoint: *MIPLAN- An 8 Step Process- Step 3*
	
	    Review *Step 2 Reflective Questions*
	
	    Review *Step 2 off-line Processes/Activities*
	
	        Four MIPlan Data Domains
	
	    Review *off-line resources*
	
	        Process Guide Step 2
	
	Instruct participants in use of ***MIPlan***
	
	    Direct participant to the **DATA** step from the main navigation bar.
	
	    Review contents of the **BEGIN** sub-step.
	
	    Review use/contents of the HELP system under *Collect, Sort and Select Data*
		Core PPT Slides 21-24
		
		Extended PPT Slides 35-43
		
		MIPlan Tool
			Participant awareness of data collection process.
			
			Successful entry of custom achievement and demographic data.

	Move to the COLLECT sub-step to learn how to: a) Upload custom data for achievement and demographic domains. b) Enter and submit Education Yes! School Self-Assessment for 11 indicators of school performance. c) Enter Perception Survey Data (Enter *mock* data for one or more of the following surveys. Data will edited upon completion of actual surveys) Produce FULL DATA VIEWS for data collected. Move to the SELECT sub-step to learn how to select achievement, demographic, contextual, and demographic data for use in creating the school improvement plan. Move to REVIEW sub-step to review all data selected in Step 2. View HELP system RESOURCES to review/complete the Data Collection Rubric Move to the SUMMARY sub-step to review all necessary steps of this step. Review Step 2 to check for participant understanding Click NEXT STEP to advance to next Step.		Successful entry of required custom contextual data and perception data from surveys. Successful completion of MIPLAN Step 2

Activity 6: STEP 3 – BUILD AND ANALYZE THE SCHOOL PROFILE

Step Objective: Participants will learn how to analyze data, create non-evaluative data narratives, and identify school strengths and challenges in the four defined MIPLAN data domains (Achievement, Demographic, Contextual, and Perception).

Overview: The ANALYZE Step of the MIPLAN improvement process provides a place for the school improvement team to review data collected, analyze the data and write and edit narrative statements about the data. It's critical at this Step that all members of the school improvement team have an understanding of what the data says about their school. The Analyze Step is an important piece in the school improvement process as it directs the focus toward creating data-derived school improvement goals.

Time	Process	References/ Resources	Outcome
2 hours	Training Facilitator will Review PowerPoint: *MIPLAN- An 8 Step Process- Step 3* Review Step 3 - *Reflective Questions About The School Profile Step* Review *off-line processes/activities* *Data Carousel* Review *off-line resources* *Process Guide Step 3* Review elements of *Quality School Profile* Instruct participants in the use of ***MIPlan*** Direct participants to the ANALYZE Step from the main navigation bar. Review contents of the BEGIN sub-step. Review use/contents of the HELP system under *Build And Analyze The School Profile* Move to the ADD/EDIT NARRATIVES sub-step to create sample data narratives for data elements in the four categorized data	Core PPT Slides 25-29 Extended PPT slides 44-52 MIPlan Tool	Successful completion of MIPLAN Step 3 data analysis.

| | | domains. (Complete a minimum of 3-5 narratives in each of the four domains). Create data summary statements if multiple narratives have been generated for a single data element.

Move to the REVIEW NARRATIVES sub-step to review data narratives and determine whether they are a school "challenge," "strength" or both a challenge and strength. *(Click on View Plan Rubric at bottom of this section to complete a School Profile Checklist)*.

Move to the SUCCESSES sub-step to review *Successful Strengths Narratives*.

Move to the SUMMARY sub-step to complete **required** *School Profile Rubric* and review necessary activities for Step 3.

Click NEXT STEP to advance to next Step. | | |

Activity 7: Day 1 REVIEW & HOMEWORK ASSIGNMENT

Overview: Participants will be provided a review of MIPLAN Steps 1-3 training objectives and check for understanding and mastery of the MIPLAN process and tool.

Time	Process	References/ Resources	Outcome

15 Minutes	Facilitators will:
	
	    Check for understanding of MIPLAN process
	
	    Check for mastery of MIPLAN tool use (Steps 1-3)
	
	    Respond to participant questions.
	
	    Provide overview of Day 2 learning objectives
	
	    Homework assignment
	
	Prior to next session, participants will:
	
	Review Process Guide Stages 3 – 8
	
	Complete a preliminary *Planning Calendar For MIPlan Steps* (Process Guide Step 1)
	
	Using your MIPlan Login:
	
	    ▪ **HOME** - Review/Complete Step 1 Activities (Mission/Vision, & Admin.)
	
	    ▪ **DATA** - Review/Complete Contextual Data Collection
	
	        - Enter preliminary Staff/Parent/Student survey data.
	
	    ▪ **ANALYZE** – Use Add/Edit to create Achievement and Demographic Non-Evaluative Narrative Statements
		Extended PPT – Slide 53	Understanding of training objectives.

Day 2:
Improvement Planning (Steps 4-8)

Activity 8: STEP 4 – SET STUDENT PERFORMANCE GOALS

Learning Objective: Participants will learn how to use analysis of data to create and prioritize planning goals, and to align goal areas to the Education YES! Measures of School Performance.

Overview: After analyzing the selected data, the school improvement team, working collaboratively, will identify areas of success to celebrate and decide which areas require attention. The areas needing attention will be organized and grouped into themes and refined into the school's achievement goals to help guide the school toward its desired future.

Time	Process	References/ Resources	Outcome
2 Hours	Training Facilitators will: Use their preferred method of reintroducing themselves and provided a review of Day I training outcomes and homework assignment. Respond to participant questions relating to Day 1 training. Review Day 2 training agenda and objectives. Have participants complete logon to the MIPlan website. Review PowerPoint: *MIPLAN- An 8 Step Process- Step 4* Review *off-line processes/activities* – *Writing a Goal* Instruct participants in the use of **MIPlan** Direct participants to the GOALS step from the main navigation bar. Review contents of the BEGIN sub-step. Review use/contents of the HELP system under *Set Student Performance Goals* Move to the DEVELOP sub-step and complete the following	Core PPT Slides 31-34 Extended PPT Slides 54-62	Successful creation of MIPLAN Step 4 – Set Student Performance Goals.

		steps:	MIPlan Tool	
		Review narratives and identify Goal Target Areas (i.e., Math, Reading, Writing, etc.).		
		Develop a Goal Statement for each target area.		
		Enter rationale/justification for the goal.		
		Define the "Essence" for each goal.		
		Select data narratives (drag & drop for Windows users; drop down list box for Apple users) as Compelling Evidence.		
		Move to the GOAL REVIEW sub-step to review elements of resulting goals.		
		Move to the PRIORITIZE sub-step to determine the priority of each Goal by choosing from the drop-down menus.		
		Move to the ALIGN sub-step to align goals to appropriate Education YES! Measures of School Performance.		
		Move to the SUMMARY sub-step to complete required Student Performance Goals rubric and review of activities required for Step 4.		
		Click NEXT STEP to advance to next Step.		

Activity 9: STEP 5 - RESEARCH AND SELECT EFFFECTIVE PRACTICES

Learning Objective: Participants will learn how to conduct web-based research to identify and select effective improvement strategies and practices, as well as other recommended actions.

Overview: After data-based goals are established for the school improvement plan, school teams should conduct extensive research to find strategies and rationale that support their school's established goals. This step provides accessibility to national online educational research centers to help find the most current research related to identified goals. For effective planning, procedures need to be established to utilize the best available research-based practices and strategies to improve student learning. Other recommended actions include consulting content specialists, conducting site-visits to successful peer schools, and "digging deeper" into student achievement data.

Time	Process	References/ Resources	Outcome

90 Minutes	Training Facilitator will:
	
	Review *MIPLAN- An 8 Step Process- Step 5*
	
	Review Step 5 guiding questions *(Research and Select Effective Practices*
	
	Review off-line processes/activities
	
	   Research and Effective Practices Worksheet
	
	   Research and Effective Practices Study Group Report
	
	Review *off-line resources*
	
	   Process Guide Step 5
	
	Instruct participants in the use of ***MIPlan***:
	
	   Direct participants to the RESEARCH tab from the main navigation bar.
	
	   Review contents of the BEGIN sub-tab.
	
	   Review use/contents of the HELP system under *Research and Select Effective Practices*
	
	   Move to the SEARCH sub-step to collect web-site research for
		Core PPT Slides 35-39
		
		Extended PPT Slides 63-72
			Successful completion of MIPlan Step 5 Research and Selection of Best Practices

	each identified goal.	MIPlan Tool	
	Cut & Paste URLs and other important information for websites containing identified/selected research into MIPlan.		
	Move to the SUMMARY sub-step to review results of this Step.		
	Click NEXT STEP to advance to next Step.		

Activity 10: STEP 6 - DEVELOP ACTION PLAN

Learning Objective: Participants will learn how to incorporate research based strategies/interventions, activities, resources, and professional development necessary to support and implement the goals.

Overview: Developing the action plan step is the place where we consider all of the pieces from the previous steps to build a comprehensive school improvement action plan. In developing the plan, staying focused on your goals is necessary, as goals become the driver for strategies selected and activities placed in the plan.

Time	Process	References/ Resources	Outcome

2 hours	Training Facilitator will:
	
	Review PowerPoint: *MIPLAN- An 8 Step Process- Step 6*
	
	Review Step 6 guiding questions *(Develop Action Plan)*
	
	   Action Plan Outline
	
	   Questions to Guide Activities for Strategies/Interventions
	
	Review off-line processes/activities
	
	   Selection of assessments
	
	   Title 1 and Improvement Schools Required Forms
	
	   Evaluate Action Plans: strategies, assessments, & professional development
	
	Review *off-line resources*
	
	   Process Guide Step 6 pgs 1-41
	
	Instruct Participants in use of MIPlan:
	
	   Access the DEVELOP tab from the main navigation bar.
	
	   Review contents of the BEGIN sub-tab.
	
	   Review use/contents of the HELP system under *Develop Action Plan.*
		Core PPT Slides 40-42
		
		Extended PPT Slides 73-77
		
		MIPlan Tool
			Successful MIPlan Step 6 Development of Action Plan

		Move to the ADD/EDIT ACTION PLANS sub-step to create Strategies/Interventions to support each goal. (Recommend no more than four Strategies/Interventions for each goal.)		
		Add Activities to each Strategy/Intervention – Person(s) Accountable, Evaluation Measures, Beginning/End Dates, Resources, and Professional Development resources/activities necessary to achieve each goal.		
		Move to the PROFESSIONAL DEV CALENDAR sub-step to review/edit the Professional Development Calendar		
		Move SUMMARY sub-step to complete the required assessment rubrics (Strategies/Interventions, Assessments, and Professional Development) and review activities completed in Step.6		
		Click NEXT STEP to advance to next Step.		

Activity 11: STEP 7 - MONITOR IMPLEMENTATION OF THE PLAN

Learning Objective: Participants will learn how to monitor plan progress.

Overview: During this Step of the plan, the school improvement team will monitor the progression of the action plan and make sure the activities and tasks in each goal are moving forward under the identified timelines. Attention to the adopted schedule and "Start - Completion" dates will help the school continuously move forward to accomplish the overall improvement goals which will systemically help to increase student achievement. Furthermore, special attention should be given to collecting and analyzing formative assessment data to monitor the impact of selected strategies on student achievement.

Monitoring the plan should continue until the activities outlined are completed <u>and</u> they become part of the school's culture. Embedding the activities and plan into the natural practices of the school may take several years.

Time	Process	References/ Resources	Outcome
20 Minutes	Training Facilitator will: Review *MIPLAN- An 8 Step Process- Step 7* Review Step 7 guiding questions *(Monitor Plan Implementation)* *Monitoring the Action Plan* *Monitoring Implementation Outcomes* *Monitoring Implementation Process* Review off-line processes/activities *Collect Formative Student Assessment Data* *Evaluate Implementation of Plan* Review *off-line resources* *Process Guide Step 7 pgs. 1-10* Instruct participants in use of **MIPlan:** Access the MONITOR tab from the main navigation bar. Review contents of the BEGIN sub-tab. Review use of HELP, OVERVIEW, RESOURCES and	Core PPT Slides 43-45 Extended PPT Slides 78-83 MIPlan Tool	Successful development of MIPLAN Step 7 - Monitoring Plan Implementation

		REQUIRED MATERIALS drop-down box resources.		
		Move to the VIEW/UPDATE PROGRESS sub-step to view the status of current goals.		
		Click UPDATE to edit/update progress and provide explanatory comments.		
		Move to the SUMMARY sub-step to complete required evaluation rubrics (School Improvement Check-Off List, School Identified for Improvement Requirements) and review activities for Step 7.		
		Click NEXT STEP to advance to next Step.		

Activity 12: STEP 8 - EVALUATING IMPACT ON STUDENT ACHIEVEMENT

Learning Objective: Participants will learn how to use MIPLAN to evaluate the impact of the action plan.

Overview: The eighth and last step of the school improvement process helps focus on the success and effectiveness of the identified improvement plan. Evaluation should take place in the following areas:

1) Evaluation of the effectiveness of the plan
2) Evaluation of the effectiveness of the improvement process

This process is cyclical and evaluation data should inform the next cycle of planning. The ultimate goal is to have improvement strategies take hold and become so internalized that they become part of the school culture.

Time	Process	References/ Resources	Outcome
20 Minutes PM	Training Facilitator will: Review *MIPLAN- An 8 Step Process- Step 8* Review Step 8 guiding questions *(Evaluate Impact on Student Achievement)* Review off-line processes/activities *Complete Evaluation Worksheet* *Conduct Improvement Planning Survey* *Facilitate a discussion of effectiveness of planning process/adjust as necessary* *Celebrate success* Review *off-line resources* *Process Guide Step 8 pgs. 1-15* Instruct participants in use of **MIPlan** Access the EVALUATE tab from the main navigation bar. Review contents of the BEGIN sub-tab. Review use of HELP, OVERVIEW, RESOURCES and REQUIRED MATERIALS drop-down box resources.	Core PPT Slides 46-48 Extended PPT Slides 84-88 MIPlan Tool	Successful development of MIPLAN evaluation activities.

	Move to the EVALUATE GOALS sub-step to enter evaluative statements relating to current goals. Move to the ASSESS PLAN sub-step to add specific plan evaluative comments. Move to the SUMMARY sub-step to review steps of this Step.		

Activity 12: CREATING REPORTS

Learning Objective: Participants will learn how to generate PDF and HTML versions a of Site Plan and Student Accountability Report Card.

Overview: Creating required reports is the "by-product" of the MIPLAN process. This step concluded the "plan once, report often" premise upon which this planning process is built. The single planning environment provides a mechanism for integrating the requirements for multiple reports and for producing publishable quality plans.

Time	Process	References/ Resources	Outcome

30 Minutes	Participants will:
	
	• Access the HOME tab from the main navigation bar.
	
	• Move to the REPORTS sub-step to:
	
	   - Generate an Annual Education Report
	
	   - Generate a School Improvement Reports (PDF and HTML)
	
	• Learn to Archive reports.
		MIPlan Tool	Generation of School Improvement Reports.

STEP 13: TRAINING REVIEW

Overview: Participants will be provided a review of MIPLAN training objectives and check for understanding and mastery of the MIPLAN tool.

Time	Process	References/ Resources	Outcome
15 Minutes	Facilitators will: - Check for understanding of MIPLAN process - Check for mastery of MIPLAN tool use. - Respond to participant questions. - Discuss Help Desk procedures - Discuss local training procedures and plan development strategies. - Adjourn training session	Core PPT Slides 49-50 Extended PPT Slides 89-91	Understanding of training objectives. Mastery of MIPlan tool.

Correlated Training
Power Point Presentation